



DEPARTMENT OF DEFENSE
WASHINGTON, HEADQUARTERS SERVICES
WASHINGTON, D C 20301

June 12, 1981

OSD ADMINISTRATIVE INSTRUCTIONS CHANGE TRANSMITTAL NO . 81-1

1. The Deputy Assistant Secretary of Defense (Administration) has authorized page changes to the following Administrative Instructions:

a. **PAGE CHANGES**

Administrative Instruction No.	Date	Signature Page No.
9	Jan 11, 79	11
17	Sep 15, 78	5
18	Apr 9, 79	4
22	May 24, 79	3
24	Jan 9, 79	2
26	Apr 23, 80	21
27	Jul 6, 79	3
31	Sep 26, 78	5
37	Jun 27, 78	11
43	Apr 1, 78	4
68	Apr 16, 79	2
69	Sep 4, 79	4
72	Sep 6, 79	4
82	Mar 21, 78	2

b. **ACTION :**

Remove and destroy: title pages and signature pages
indicated above

Insert: attached replacement pages

2. Administrative Instruction No. 78, June 11, 1981, which establishes an internal **OSD/WHS** publication system, requires that all Administrative Instructions **be** approved and **signed** by the Deputy Assistant Secretary of Defense (**Administrative**). AXChange Transmittal No. 81-1 is issued to conform with this requirement.

3. **EFFECTIVE DATES**

These changes are effective as of the date of the issuance.


Q. J. WILLIFORD, Director
Correspondence and Directives

Attachments
a/s above

Jan 11, 79

final decision has not been issued, **and** the Civil Service **Commission** has not been requested to supply a complaints examiner **within** 75 calendar days from the date the complaint was filed, the Civil Service Commission may require the agency to take special measures **to** ensure prompt processing of the complaint on a reimbursable basis.

7. Appeal to the Civil Service Commission

a. Entitlement. A complainant may not appeal to the Civil Service **Commission** under this regulation if **the** issue of discrimination giving rise **to** the complaint is being or has been considered in connection with another appeal to the **commission** by the complainant. A complainant **may** appeal the decision of the Director of EEO to reject or cancel the complaint. The complainant may also appeal on the merits of the complaint when the Director of **EEO's final** decision (under subparagraph **F.5.c. (3)**) does not resolve **the** complaint to his or her satisfaction.

b. Information Provided to the ADO. If a complainant appeals **the** decision to the Civil Service Commission's Appeals Review Board, a **copy of the** Board's **decision will be** provided **to the** ADO. **If the** decision of **the** Board reverses or modifies the agency decision in such a manner as to affect the ADO, **the** Director **of** EEO will apply the procedures outlined in paragraph **E.5.g (3)**.

c. Where To Appeal. Appeals must be written and mailed or personally delivered to the Appeals Review Board, U. S. **Civil** Service Commission, 1900 E Street, N.W., Washington, **D.C.** 20415.

d. Time Limit- The complainant may file an appeal any time after receiving written notice of the Director of **EEO's** decision but not later than 15 calendar days after receipt of the written notice. The Appeals Review Board may extend this time **limit** if the complainant was not otherwise aware of it or that circumstances beyond the complainant's control prevented **filing** a timely appeal.

G. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke

Deputy Assistant Secretary of Defense

Enclosure - 1

1. References